

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - April 15, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
Executive Office					
3217	Gaming	Gaming Inspector	CR	3/11/2013	\$ 19.01
3287	Gaming	Gaming Inspector	CR	3/11/2013	\$ 19.01
General Support Services					
3289	Motor Pool	Fleet Mechanic		3/4/2013	\$ 16.80
Department of Planning and Economic Development					
3300	Administration	Grant Writer Supervisor		4/8/2013	\$ 57,270.00
Justice					
3131	Office of the Prosecutor	Assistant Chief Prosecutor		3/25/2013	\$ 87,142.00
Department of Health and Human Services					
3220	Adult Protective Services	Family Preservation Specialist		3/18/2013	\$ 19.49
3324	Adult Protective Services	Human Services Investigator	NEW	4/15/2013	\$ 24.94
3316	Behavioral Health	Billing Technician	NEW	4/15/2013	\$ 15.22
3235	Behavioral Health	Counselor, Senior	CL	3/4/2013	\$ 21.51
3236	Behavioral Health	Counselor, Senior	CL	3/4/2013	\$ 21.51
3317	Behavioral Health	Records Clerk	CR - NEW	4/15/2013	\$ 13.79
3274	Child Welfare	Human Services Investigator		2/19/2013	\$ 24.94
3232	Community Health Services	Community Health Representative		3/25/2013	\$ 13.79
3290	Health Transportation Services - Site: San Simon	Program Coordinator		4/8/2013	\$ 40,531.00
3309	Health Transportation Services - Site: San Simon	Transit Driver		3/25/2013	\$ 12.81
3282	Health Transportation Services - Site: San Simon	Transit Driver		4/8/2013	\$ 12.81
3318	Health Transportation Services - Site: Ak Chin	Transit Driver		4/8/2013	\$ 12.81
3226	Senior Services	Cook		2/25/2013	\$ 11.32
3323	Senior Services	Cook	NEW	4/15/2013	\$ 11.32
3292	Senior Services	Cook Aide	NEW	4/15/2013	\$ 8.84
Department of Education					
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3222	Early Childhood - Site: Sells	Cook Aide		4/1/2013	\$ 8.84
3245	Early Childhood - Site: Sells	Teacher Aide		4/1/2013	\$ 11.32
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3109	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3041	Higher Education	Education Assistance Specialist		4/8/2013	\$ 15.22
3248	Recreation - Site: Hickiwan	Recreation Specialist		1/28/2013	\$ 12.49
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3154	Recreation - Site: Menager's Dam	Recreation Specialist		10/29/2012	\$ 12.49
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3177	Recreation - Site: Pisinemo	Recreation Program Coordinator		12/3/2012	\$ 20.47
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3270	Recreation - Site: San Xavier	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
Department of Natural Resources					
3296	Administration	Natural Resources Technician		3/25/2013	\$ 20.47

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
Department of Water Resources					
3184	Water Resources	Hydrology Technician	CL	2/25/2013	\$ 22.05
Department of Public Safety					
3299	Environmental Protection Office	Environmental Protection Office Supervisor		3/18/2013	\$ 55,873.00
3240	Office of Emergency Management	Emergency Management Administrator		2/4/2013	\$ 85,017.00
3304	Law Enforcement	Custodial/Grounds Worker		3/25/2013	\$ 10.77

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.

Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

San Xavier Allottees Association, Inc.

Position: Community Liaison (Part Time)

Salary: \$26,709.00 - \$40,064.00 Annually **Opening Date:** 02/25/13 **Closing Date:** Open Until Filled
Please contact SXAA Office at (520) 807-2121 for more information regarding this position.

Intermountain Centers for Human Development

Position: In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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3324

JOB ANNOUNCEMENT

JOB TITLE: HUMAN SERVICES INVESTIGATOR
SALARY: \$24.94 PER HOUR, PLUS BENEFITS

OPENING DATE: April 15, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Adult Protective Services **JOB LOCATION: Sells, AZ**

POSITION SUMMARY: Under general supervision, provides investigative, protective and case management services.

SCOPE OF WORK: Provide child protection and family preservation service to promote safe and stable families.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work, Counseling, or closely related field and one year of work experience in social work, law enforcement or family assistance programs, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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3316

JOB ANNOUNCEMENT

JOB TITLE: BILLING TECHNICIAN
SALARY: \$15.22 PER HOUR, PLUS BENEFITS

OPENING DATE: April 15, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Behavioral Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, responsible for administering all third party billing functions to meet the department or program needs.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration or Accounting and two years' work experience in an accounting setting, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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3317

JOB ANNOUNCEMENT

JOB TITLE: RECORDS CLERK

SALARY: \$13.79 PER HOUR, PLUS BENEFITS

OPENING DATE: April 15, 2013

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Behavioral Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, performs clerical work of moderate difficulty related to the maintenance of records. Receives reviews and files and retrieves documents.

MINIMUM QUALIFICATIONS:

- Associates Degree in Records Management or closely related field and one year work experience in a records management field; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must type 30 words per minute and demonstrate 50% proficiency in grammar, spelling and math.

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JOB ANNOUNCEMENT

JOB TITLE: COOK

SALARY: \$11.32 PER HOUR, PLUS BENEFITS

OPENING DATE: April 15, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Senior Services

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, plans and prepares nutritious, well-balanced meals. Maintain health standards in cleanliness of food preparation areas, utensils, and equipment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months food service industry work experience; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's Card must be obtained within three (3) months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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JOB ANNOUNCEMENT

JOB TITLE: COOK AIDE
SALARY: \$8.84 PER HOUR, PLUS BENEFITS

OPENING DATE: April 15, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Senior Services

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, assists in the preparation of menus and meals. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment.

SCOPE OF WORK: Prepares and delivers nutritious meals to eligible elders in the Sells, Pisinemo, Vaya Chin, Gu Vo and San Lucy area.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months food-handling experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's Card must be obtained within six months of hire.
- Bilingual O'odham/English is required.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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